

Opening Date: February 11, 2019
Closing Date:
Work Location: Austin, Texas
Posting Number: 19-23
Monthly Salary: \$4,050.00
Group/Class: B20/1080
Travel %: <5%
Division/Department: WSI/PAR – Outlays & Escrows
Number of Positions: 1

JOB VACANCY NOTICE

Financial Analyst I

*Texas Water Development Board, Stephen F. Austin Building
1700 North Congress Ave., Room 670, Austin, Texas 78701
Please contact Human Resources for accommodation requests.
Phone: (512) 475-2142
Email: HR@twdb.texas.gov
Apply at: Work in Texas www.workintexas.com*

Veteran's Preference

Veterans, Reservists or Guardsmen with an MOS or additional duties that fall in the fields of 31 Financial Management, FIN10 Finance, 3404 Financial Management Officer or other related fields pertaining to the minimum experience requirements may meet the minimum qualifications for this position and are highly encouraged to apply.

Additional Military Crosswalk information can be accessed at
http://www.hr.sao.texas.gov/Compensation/MilitaryCrosswalk/MOSC_AccountingAuditingandFinance.pdf.

Job Description Summary

Performs (journey-level) financial assistance work. Work involves compiling, reviewing and analyzing financial data. Providing customer services and technical assistance to internal and external customers regarding outlay and escrow release processing for all TWDB financial assistance programs. As part of a collaborative team, computes, analyzes, prepares and processes outlays and escrow releases. Responsible for ensuring that all documents are maintained with exemplary organization, quality and are accurately prepared for review and payment processing/release in a timely manner. May train others. Works under general supervision, with moderate latitude for the use of initiative and independent judgment. Reports to the Manager of the Outlays & Escrows Department.

Essential Job Functions

- Computes, analyzes, prepares and processes outlays and escrow releases in accordance with approved guidelines and procedures.
- Ensures all documents are maintained with exemplary organization, quality and are accurate for review and payment processing and/or release.
- Updates Outlay templates and provides customers with updated copies.
- Prints and logs incoming Outlays.
- Processes information by auditing and verifying financial data.
- Ensures compliance with established procedures, requirements, laws and regulations, completeness of data and presence of adequate documentation.
- Updates profiles of entities to ensure that information is current and accurate.
- Maintains confidential and sensitive information.
- Ensures individual and team files (electronic and hard versions) are appropriately maintained and timely disposed of in accordance with the agency's records retention procedures and schedule.
- Maintains required certifications and licenses and meets the continuing education needs and requirements of the position to include, attending mandatory training courses.
- May be required to operate a state or personal vehicle for business purposes.
- Performs other duties as assigned.

Female and minority applicants are encouraged to apply.

Males born on or after January 1, 1960, will be required to present proof of Selective Service registration on the first day of employment or proof of exemption from Selective Service registration requirement. All offers of employment are contingent upon the candidate having legal authorization to work in the United States. Failure to present such authorization within the time specified by the U.S. Department of Labor will result in the offer being rescinded. Candidates must be eligible to work in the United States without requiring sponsorship. Only applicants interviewed will be notified of their selection or non-selection. Resumes will not be accepted in place of a completed State of Texas application unless indicated.

HR-002 (Non-Supervisory)
Revised 5/25/2018



The Texas Water Development Board does not discriminate on basis of race, color, national origin, sex, religion, age, or disability in employment or provision of services, programs, or activities. Please visit TWDB Career Page: <http://www.twdb.texas.gov/jobs/> for more information.

TWDB participates in E-Verify! Information from each new employee's Form I-9 will be provided to the Social Security Administration (SSA) and, if necessary, the Department of Homeland Security (DHS) to confirm work authorization.

Minimum Qualifications

- Graduation from an accredited four-year college or university with major coursework in Business Administration, Accounting, Finance or a related field.
- One to two years of experience in accounting and/or finance.
- Advance-level skills with Microsoft Office Suite (Access, Excel, Word, Outlook, etc.).
- Relevant education and experience may be substituted on a year-for-year basis.

Preferred Qualifications

- Previous experience processing payments in a government setting.

Knowledge, Skills, and Abilities (KSAs)

- Knowledge of local, state, and federal laws and regulations relevant to Outlays & Escrows Department; and of the principles and practices of public administration.
- Knowledge of the structure and content of the English language including the meaning and spelling of words, rules of composition and grammar.
- Skills in using Microsoft Office programs such as Word, Excel, and Access.
- Skills in use of internet, email, word processing, spreadsheet, presentation, and database software.
- Ability to adhere to work schedules, follow procedures with respect to leave and submit accurate timesheets by prescribed deadlines.
- Ability to make mature, objective decisions and identify areas of potential problems.
- Ability to perform effectively and willingly when changes occur in scope and nature of the work and work environment.
- Ability to perform routine and non-routine work assignments accurately and on-time with little or no supervision.
- Ability to perform assigned duties and improve work habits and/or output.
- Ability to complete assigned work, on time, neatly and with infrequent errors.
- Ability to interpret policies, procedures, and regulations.
- Ability to provide prompt, courteous and accurate assistance and clear and concise communication to internal and external stakeholders both verbally and in writing.
- Ability to work and cooperate with others in a team environment.
- Ability to manage multiple tasks.
- Ability to stand/sit/move with no physical limitations or aids to perform activities such as retrieve/replace files in a large file system for boxes up to 30 lbs.
- Ability and willingness to travel <5% of the time, primarily within the State of Texas.
- Ability to operate a vehicle (state or personal) for state business and maintain a driver's license and driving record that complies with state and agency requirements.
- Ability to work days that may exceed 8 hours, including early mornings, nights, and weekends.
- Ability to train others.
- Ability to work accurately with numerical details in a high-volume setting.

Remarks

- Copy of required academic transcripts and/or licensures and driving record must be submitted at the time of hire. Failure to provide required documentation will result in no further consideration for employment.
- Important Notice: Otherwise qualified candidates who are ultimately considered for potential employment with the Texas Water Development Board may be the subject of a request for any criminal history record information maintained by the Texas Department of Public Safety (DPS). Evidence of a criminal conviction or other relevant information obtained from the DPS shall not automatically disqualify an individual from employment with the Texas Water Development Board.